

**Metropolitan Transportation Commission  
High School Internship Program  
2010 Summer Internship**

**TALKING POINTS**

To give students an overview of what our program entails, the application process, and an idea of what makes our program unique.

**NOTE: Reading the info below at conversation pace takes about four minutes.**

- **Overview of our program:**

- The purpose of the program is to introduce high school students (who have completed the 10th, 11th or 12th grade) to career opportunities in the field of transportation and to provide our transportation partners with some assistance on entry-level tasks.
- Generally, there are 25 – 30 internship positions throughout the nine Bay Area counties and MTC is continually working on enhancing financial resources in order to allow for additional internships.
- Interns will be paid \$10.00 per hour and may work either full or part-time, up to a total of 8 hours per day, and up to 5 days a week. Interns are employed on an hourly pay basis and subject to hourly work rules.
- In addition to the scheduled summer work, interns will be expected to attend two half-day orientations, one at the beginning and one near the closing of the program. Interns will be paid for attending the orientations, and those who qualify will also receive travel reimbursement.
- Interns can start work any time after the MTC half-day orientation currently scheduled for June 16, 2010. Students attending summer school can coordinate their work schedule with their Supervisor.

- **The application process:**

- Beginning on January 15, 2010, the available Internship positions will be posted and the necessary materials for the 2010 High School Internship Program will be available for download on the MTC Jobs & Contracts web page:  
[http://www.mtc.ca.gov/jobs/high\\_school/](http://www.mtc.ca.gov/jobs/high_school/)
- STUDENT QUALIFICATION REQUIREMENTS are as follows:
  - Applicant must be at least 16 years of age by date of hire (June 16, 2010),
  - have completed the 10th grade, and
  - have an unweighted grade point average of 2.8 or higher (students with a lower GPA will be considered if he/she submits two letters of recommendation).
  - If you are offered an internship, are under 18 years of age, **and** will not be graduating prior to the start of the program, you will be required to obtain a work permit.
  - Graduating seniors are eligible to apply

- Deadline all application materials must be received by is March 26, 2010.
- Please note, some positions may remain open until filled.

- **What makes our program unique:**

- MTC is Three Agencies in One
  - Metropolitan Transportation Commission (MTC)
  - Bay Area Toll Authority (BATA)
  - Service Authority for Freeway and Expressways (SAFE)

MTC was created by the Legislature in 1971 and does the transportation planning, coordinating, and financing for the nine-county Bay Area. It distributes over \$1 billion per year in local, state, and federal funds to transportation projects and services. As the SF Bay Area Metropolitan Planning Organization, MTC is uniquely situated to provide interns with an inside look at how large regions and governments do business.

- MTC's Minority Citizens Advisory Committee, which was created to ensure the views and the needs of minority communities are adequately reflected in MTC policies, conceived of the internship program to encourage young people who might not otherwise consider a career in transportation to do so. Students of all races and ethnic backgrounds are strongly encouraged to apply. Since its inception in 2000, this program has received tremendous positive response and we expect more this coming year.
- The internship will be a pre-professional learning experience for the student. In the past, students have assisted with a wide range of tasks including assisting in surveys, participating in train ride observation checks, compiling and analyzing field data collected for pedestrian plans, assisting with work related to bicycle planning, pavement markings and signage counts. There are opportunities to use specialized software such as Geographic Information System (GIS), AutoCAD, and Adobe Illustrator. Interns, however, are not allowed to drive a vehicle while on the job. Planners, engineers, or other transportation-related professionals will be assigned as mentors for the eight-week duration of the student's internship.

Are there any questions?